



## **OREGON FEDERAL EXECUTIVE BOARD**

**(Oregon FEB)**

**Fiscal Year 2001 Annual Report**

**October 1, 2000 through September 30, 2001**

This document is produced in the standardized annual report format established by the U.S. Office of Personnel Management (OPM) for all 28 Federal Executive Boards (FEBs) in the country. A broad range of Oregon FEB programs, activities and outcomes have been summarized below in five categories as requested by OPM's Office of FEB Operations.

Like all other Federal Executive Boards, the Oregon FEB is comprised of federal agency heads and representatives who oversee FEB-sponsored programs, serve on FEB committees and participate in our inter-agency collaborative efforts. Yet the Oregon FEB is quite unique in that it is one of only three statewide programs with members located throughout Oregon and SW Washington.

### **CONTACTING THE OREGON FEB**

#### **Oregon FEB Officers:**

Colonel Randall J. Butler, District Engineer, U.S. Army Corps of Engineers, Portland District is the Oregon FEB Chair in FY 02. He can be contacted at 503-808-4500 or [randall.j.butler.col@usace.army.mil](mailto:randall.j.butler.col@usace.army.mil). Captain Jim Spitzer, U.S. Coast Guard Marine Safety Office, Group Portland was the Oregon FEB Chair in FY01. He can be reached at 503-240-9355 or at [jspitzer@pacnorwest.uscg.mil](mailto:jspitzer@pacnorwest.uscg.mil).

#### **Oregon FEB Staff:**

The Oregon FEB Executive Director is Mr. Ron Johnson; his phone number is 503-326-2060 and his email address is [rjohnson@pceez.com](mailto:rjohnson@pceez.com). Ms. Barb Moen is our FEB Management Analyst; her phone number is 503-326-3030 and she can be reached via e-mail at [bmoen@pceez.com](mailto:bmoen@pceez.com).

The Oregon FEB web site is [www.oregon.feb.gov](http://www.oregon.feb.gov).

## **Oregon FEB Structure:**

The Coordinating Committee establishes priorities and monitors overall performance. The Collaborative Services Steering Committee helps coordinate and generate staffing support for the FEB's four standing committees and two ad hoc teams. More than 100 people volunteer their time to staff our committees and ad hoc teams. In that capacity they serve the needs of Oregon FEB member agencies, state and local government entities and many private sector and not-for-profit FEB resource partners throughout Oregon and SW Washington.

### **Standing Committees:**

#### **Alternative Dispute Resolution – Shared Neutrals Committee**

The Shared Neutrals Program features trained mediators who volunteer their time to resolve employee disputes.

#### **Collaborative Recruitment and Retention Committee**

New employee recruitment efforts and developmental programs for existing employee are designed and offered as part of employee succession planning for FEB member agencies.

#### **Combined Federal Campaign (CFC) Cabinet**

Employees located in seventeen counties contribute nearly \$1,500,000 to 500 local, national and international charities that were profiled in the Columbia River/Willamette Valley CFC brochure that was distributed to 350 federal offices.

#### **Minority Business Opportunity Committee**

Representatives from federal agencies, local government entities and private industry hold quarterly meetings to plan and deliver services to minority-owned and/or economically-disadvantaged small businesses in the Oregon FEB service area. Services include the "Marketing Guide to Government Contracting", information referral and trade show/awards programs.

### **Ad Hoc Teams:**

#### **Emergency Preparedness**

The Emergency Preparedness Team members share security procedures, operating plans and employee/customer communication methods.

#### **Public Affairs**

The Public Affairs Team identifies communication opportunities for FEB-sponsored programs and activities.

## **Report Category 1: COMMUNICATE**

**The FEB will inform agencies of each other's initiatives and successes and inform the local community of national policies and priorities.**

### **A Communication Networks**

The FEB uses a variety of mechanisms to inform member agencies, resource partners and interested parties about relevant initiatives and successes.

#### **Electronic**

Ron and Barb use several customized e-mail data bases and a broadcast fax distribution list to communicate regularly with more than 600 people concerning FEB committees, programs, classes and events. The web site, [www.oregon.feb.gov](http://www.oregon.feb.gov) has been designed as a "one-stop-shop" for Oregon FEB information, programs and services.

#### **Publications**

The monthly newsletter, Oregon FEB NEWS, is posted on our web site and distributed to 600 contacts via e-mail and fax transmittal. Other publications include the following:

Shared Neutrals Handbook (Alternative Dispute Resolution Services)  
Marketing Guide to Government Contracting (MBOC Committee)  
Directory of Selected Federal Agencies (Oregon FEB Staff)  
Columbia River/Willamette Valley Combined Federal Campaign Brochure

#### **Special Events**

The Collaborative Recruitment & Retention Committee sponsored the Oregon FEB's "Federal Employment" booth at two Oregon Convention Center Career Expos (three days each) during the year. Over 5,000 potential employees contacted the eight federal agency representatives who staffed federal employment booths.

### **B Newspaper Media**

Results of the 2000 Combined Federal Campaign were submitted to the *Oregonian* (Oregon's largest daily newspaper) as part of the United Way of the Columbia-Willamette's report that highlighted a \$20,000,000 fundraising campaign for charity.

### **C Communication with Congressional Staff**

The FEB's Senior Executive Forum held in April, 2001 featured presentations and discussion sessions with Oregon and Washington congressmen. Their challenge to federal executives was clear – "lead by example and bring recommendations for improvement" to members of congress and their staff.

## **Collaborative Recruitment/Retention**

This committee is designed to serve two needs of several Oregon FEB member agencies. To recruit new employees for “hard-to-fill” vacancies while providing training and developmental programs as part of their longer term employee succession planning for the large number of retirements expected in the next three to five years.

### **Report Category 2: REDUCE COSTS AND IMPROVE EFFICIENCY**

**The FEB will bring together agencies with common goals so that their efforts are complementary.**

#### **A     Low Cost Training that Meets Common Needs**

The Oregon FEB sponsored and administered 20 training programs to help meet high priority needs as identified in the FEB member survey completed by 110 members in March. The estimated cost savings (tuition only) exceeded \$120,000. Training programs included the following:

Employee Benefit Planning  
Executive Leadership  
Management and Supervisory Development  
Media Training  
Personal/Professional Development  
Succession Planning

#### **B     Leadership Development**

Five programs were offered during FY 01 to provide local executive leadership development opportunities for FEB member agency heads and other executives. Three of the four offerings were designed specifically for local federal agency heads and were titled Senior Federal Executive Forums.

Each of the forums was lead by the Oregon FEB Chair, Captain Jim Spitzer. Presentations addressed the “change of administration” following the general election in November 2000, “congressional relations and regional priorities” in April 2001 and “the Northwest drought” in August 2001. Approximately 50 senior federal executives attended each of the three forums.

The Oregon FEB Associates Program provided a three-month Public Administration training program to 15 participants from FEB member agencies. The classroom training included an FEB orientation by our Collaborative Services Steering Committee Co-Chairs, Ms. Lynda Stelzer, Bonneville Power Administration and Ms. Kathy Eaton, Bureau of Land Management. Following the formal training program, participants completed personal developmental programs within Oregon FEB committees.

The Oregon FEB Collaborative Recruitment and Retention Committee's seminar, "Leadership Challenges and Career Advancement in a Changing Workplace" offered a full day of training to 150 federal employees in May 2001. It also featured motivational presentations by Collaborative Services Steering Committee Co-Chairs, Ms. Lynda Stelzer, and Ms. Kathy Eaton.

**C      Special Initiatives to Reduce Costs and Maximize Savings**

**Alternative Dispute Resolution (ADR) Shared Neutrals Program**

The Oregon Shared Neutrals Program processed 82 mediation requests and completed 67 cases for 16 participating organizations during the year. This program resulted in cost savings estimated to exceed \$402,000. The Shared Neutrals Program held quarterly meeting for 26 participating member agency mediators.

**Government Procurement Connections**

The Minority Business Opportunity Committee sponsored two awards to small business owners at the 2001 Minority Enterprise Development Week Luncheon held at Nike's world headquarters in Beaverton, Oregon. The Oregon FEB Chair presented the "Contractor of the Year" and "Vendor of the Year" awards in front of 500 luncheon participants.

**Guides to Aid Service Delivery**

The Minority Business Opportunity Committee distributes a "Marketing Guide to Government Contracting to assist minority-owned and "economically-disadvantaged" businesses who wish to bid on contracts with government agencies and prime contractors.

The Oregon FEB staff produce a "Directory of Selected Federal Agencies" to assist individuals and organizations that need to contact FEB member agencies.

**D      Resource Conservation**

**Energy Conservation**

Oregon FEB staff distributed materials produced by the U.S. Department of Energy Office of Federal Energy Management Program at FEB committee meetings. They also used the Oregon FEB newsletter and web site to promote energy conservation programs sponsored by the Bonneville Power Administration, a prominent FEB member organization.

## **E      Improvement in the Quality of Life for Federal Employees**

### **Retirement and Estate/Financial Planning**

The Oregon FEB sponsored 10 Retirement Planning Training Programs during the year. More than 500 federal employees attended these one and one-half day programs at an estimated cost savings of \$100,000 for our FEB member agencies.

### **Savings Bond Campaign**

The FEB Executive Director served as the Federal Savings Bond Coordinator for Oregon and the Oregon FEB newsletter and web site were used to promote federal employee participation in this Department of Treasury program.

### **Health Care**

The FEB Management Analyst coordinated eight health fairs to promote employee enrollment in participating health plans during OPM's Federal Employees Health Benefits Program Open Season. About 5,000 federal employees participated in the fairs.

## **Report Category 3: FACILITATE SERVICE DELIVERY**

**FEB's draw together agencies with common clients so that Government services are convenient for the customers.**

### **A      Improve Service Delivery**

The Oregon FEB created the Collaborative Services Steering Committee (CSSC) to coordinate FEB service delivery to FEB member agencies, resource partners and other customers. The CSSC held bi-monthly meetings where an average 35 members reviewed FEB services, discussed common agency needs/opportunities and volunteered to support FEB programs and events. Programs and events supported by CSSC members include:

#### **Combined Federal Campaign**

- promotion to employees/contractors/retirees and solicitation/review of local charities

#### **Federal Employment Fairs**

- staff collaboration on "federal employment" booths at Oregon Convention Center Career Fairs and recruiter training programs

#### **Energy Conservation Awareness**

- conservation briefings were included in the two FEB Senior Federal Executive Forums
- energy conservation techniques and resource links were distributed to FEB member agencies in the FEB newsletter and posted on the FEB web site
- Bonneville Power Administration's energy conservation "consumer promotion" was described at a Senior Federal Executive Forum

## **Emergency Preparedness**

- security awareness and employee/customer safety communication materials were collected and shared with FEB member agency staff following the September 11<sup>th</sup> terrorist attacks and the subsequent anthrax mailings

## **General Service Administration's Premier Lodging Program (PLP)**

- Oregon FEB member agency representatives completed on-site evaluations of PLP applicant properties as requested by GSA staff and responded to follow-up inquiries by property management staff regarding GSA contract procedures

## **Report Category 4: PARTNER WITH COMMUNITY GROUPS**

### **FEBs partner with community groups to solve problems.**

#### **A      Charitable Activities**

The Oregon FEB's Local Federal Coordinating Committee completed a merger between the Columbia River Area CFC and the Greater Willamette Valley CFC to form a 17 county service area known as the Columbia River/Willamette Valley CFC. The intent of the merger was to reduce the overhead cost of administering the two campaigns and increase the participation of "local" charities.

The campaign began in FY 01 and ended during the beginning of FY 02. The results include a 3.9 % increase in employee participants, a 5.9% increase in contributions and nearly 550 local charities. The overhead rate was reduced significantly to 7.8% of the nearly \$1,400,000 contributed.

The Oregon FEB supported several requests from OPM to evaluate Combined Federal Campaign policies and procedures and the Oregon FEB Executive Director participated as a member of the Office of CFC Operations' "CFC Heroes" Task Force.

Several Oregon FEB member agencies authorized employee teams to form volunteer work teams during CFC Days of Caring in September. These teams completed many projects for participating CFC charities while increasing federal employee awareness of community needs.

Oregon FEB members staffed the Local Federal Coordinating Committee (LFCC) for the Columbia River/Willamette Valley CFC and approved approximately 550 local charities in accordance with OPM regulations.

#### **B      Blood Donations**

The Oregon FEB's Management Analyst coordinated American Red Cross blood drives in the Edith Green/Wendall Wyatt Federal Building where 275 pints of blood were collected.

**Report Category 5: COORDINATE EMERGENCY SERVICES**

**FEBs stand ready to marshal resources of the entire Federal community, whether to aid a member agency in a crisis, or to assist the citizenry in a public emergency.**

**A      Emergency Plans**

**Hazardous Weather**

The Oregon Federal Executive Board issued a “Hazardous Weather” memo to assist member agencies that might be faced with making decisions regarding employee operations and employee safety during hazardous weather conditions.

The Federal Bureau of Investigation in Portland acted as an information clearinghouse for agency heads. The National Weather Service and the Federal Protective Service also participated in the FEB’s “Hazardous Weather” service to assist federal executives and the general public regarding weather conditions and office closures.

Oregon FEB member agencies worked routinely with each other and key state/local government entities to share confidential information regarding emergency readiness and resource capabilities.

**B      Special Event Support**

The Oregon FEB Collaborative Services Steering Committee convened two planning meetings for FEB member agencies to share information and best practices following the terrorist attacks on September 11<sup>th</sup> and the subsequent anthrax mailings and hoaxes.

The FEB surveyed federal agency heads regarding media training needs and scheduled future classes in “Crisis Communication and Media Responding” for all interested members and resource partners..

**C      Security of Federal Facilities/Training**

The Oregon FEB’s Emergency Preparedness and Public Affairs Ad Hoc teams were reactivated following the terrorist attacks. Team members met to plan collaborative service priorities and to implement “risk assessment” and “safety procedure” reviews for requesting member organizations.

The Oregon FEB e-mail distribution system and web site was used to circulate information on anthrax screening procedures and to assist agencies with continuity of operations planning.